JOB DESCRIPTION
Tahoe Truckee Unified School District

WELLNESS CENTER SPECIALIST

Purpose Statement

The job of the Wellness Center Specialist is to support students' access to mental health and wellness resources, and learn new skills to develop sustainable wellness practices for life. The Wellness Center Specialist is responsible for managing all aspects of the school site Wellness Center, including: program implementation, day to day operations, coordinating direct student support services, Tier 2 case management, student outreach and implementing a school-wide Social Emotional Learning (SEL) curriculum and Wellness education. The Wellness Center Specialist assures compliance with school district wellness policies, data tracking and evaluation.

Essential Functions

- Manages the day to day operations of the school site Wellness Center
- Works directly with students to help them learn how to manage themselves, improve study and test-taking skills, organize information, manage stress, make decisions, and develop healthy coping skills and wellness practices
- Oversees wellness enrichment programming such as: wellness outreach activities, workshops and events
- Assists in facilitating linkages and ensuring access to school-based and community-based services. Make outside community referrals as appropriate.
- Designs and implements school-wide Social Emotional Learning (SEL) and Wellness Education
- Promotes overall health and wellness school-wide and supports overall school climate for students and staff
- Participates in weekly Coordinated Care Team (CCT) meetings with school site admin to coordinate care for students. Work closely with school counselors and admin to refer students to supportive school and community resources
- Manages students identified by CCT in areas such as: academic accountability, truancy support, social emotional well-being
- Coordinates and facilitates Tier 2 student support groups (boys groups, girls groups, mindfulness groups, skill building groups, etc)
- Coordinates Peer to Peer Support Programs, such as: Hope Squad, Pride Club and Link Crew and Web/Safe School Ambassadors programs
- Ensures youth voice and leadership through the development of a Student Advisory Council to advise overall school site Wellness Programming
- Completes ongoing program service documentation, surveys, data entry and reports
- Other related duties as assigned

Job Requirements & Skills

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills include: communicating with diverse groups; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records. Skills in oral and written communication to ensure effective communication; perform duties with patience, tact and good judgment and within established guidelines; demonstrates effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner; possess strong facilitation and problem-solving skills; capacity to make thoughtful decisions based on data, facts, knowledge, and insight; communicate effectively orally and in writing using patience, respect and self-confidence; establish and maintain effective working relationships with others and demonstrate effective listening skills.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions and solve

practical problems. Knowledge of and the ability to relate to, tweens/ teens; understand ACEs, mindfulness and restorative practice and school and social service cultures.

Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data. Flexibility is required to independently work with others in a wide variety of circumstances; to work with a diversity of individuals and/or groups; work with a variety of data. In working with others, problem solving is required to identify issues and create action plans. Collect data, administer surveys and write reports. observe health and safety regulations; to build rapport with youth and engage them in Wellness Programming; identify the mental/emotional health needs of the student; think expansively of Wellness to include: physical, mental, emotional, social and holistic health elements; stay calm under pressure; use good judgment when responding to situations and follow established protocols; organize information from a number of sources and monitor a variety of activities simultaneously; take initiative and responsibility and work collaboratively with school staff, students and community partners and work as part of a team effort.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience with increasing levels of responsibility
Youth development experience
Three or more years of experience in wellness, mental health and or school based work preferred
Experience collaborating with community-based organizations (CBOs) and other local agencies preferred
Bilingual (Spanish speaking) preferred

Certificates & Licenses
None Specified

Education
Bachelor's Degree in Psychology,
Social Work, Public Health or
other health and wellness related fields

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing
Successful Completion of Pre-Employment Process

Supervision
Executive Director Student Services
Site Administrator

Additional Qualifications
Ability to travel to other sites/locations

Salary Grade
Range 31 Classified Salary Schedule

Continuing Education/ Training
Training attendance at workshops as appropriate
Participates in training activities to further develop knowledge and skills necessary for successful job performance

Work Year
Clas 6 Classified Calendar